

## Business Letter in Full Block Style

---

# LatinoVoice

Date

March 16, 2013

Inside address

Jonathan Ross  
Managing Editor  
*Latino World Today*  
2971 East Oak Avenue  
Baltimore, MD 21201

Salutation

Dear Mr. Ross:

Thank you very much for taking the time yesterday to speak to the University of Maryland's Latino Club. A number of students have told me that they enjoyed your presentation and found your job search suggestions to be extremely helpful.

Paragraphs single-spaced, not indented; double-spacing between paragraphs.

As I mentioned to you, the club publishes a monthly newsletter, *Latino Voice*. Our purpose is to share up-to-date information and expert advice with members of the university's Latino population. Considering how much students benefited from your talk, I would like to publish excerpts from it in our newsletter.

I have transcribed parts of your presentation and organized them into a question-and-answer format for our readers. Would you mind looking through the enclosed article and letting me know if I may have your permission to print it? I'm hoping to include this article in our next newsletter, so I would need your response by April 4.

Once again, Mr. Ross, thank you for sharing your experiences with us. I would love to be able to share your thoughts with students who couldn't hear you in person.

Body

Close

Sincerely,

Signature



Jeffrey Richardson  
Associate Editor

Indicates something enclosed with letter.

Enc.

210 Student Center **University of Maryland** College Park MD 20742